



OFFICE OF ATTORNEY GENERAL DEREK SCHMIDT
VICTIM SERVICES DIVISION
120 SW 10TH AVENUE, 2ND FLOOR
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SFY 2016

**STATE CRIME VICTIMS' ASSISTANCE FUND
FOR
CHILD ABUSE AND NEGLECT**

GRANT REPORTING REQUIREMENTS

OFFICE OF ATTORNEY GENERAL DEREK SCHMIDT
VICTIM SERVICES DIVISION
FUNDING PERIOD: JULY 1, 2015 TO JUNE 30, 2016
SFY 2016 STATE CRIME VICTIMS' ASSISTANCE FUND FOR CHILD ABUSE AND NEGLECT

REPORTING REQUIREMENTS

RECORD RETENTION

Programmatic and financial records (copies of grant applications, assurances, reports, correspondence, expenditure receipts, etc.) must be maintained by your agency for a period of five years past the close of the grant project period.

REPORT FILING – GENERAL INSTRUCTIONS

You may fax the reports to 785-296-7796 or upload the scanned reports by 11:59 pm on the due date of the report on our website: <http://ag.ks.gov/victim-services/grants/upload-grant-reports>.

OR: In the event you don't have a fax or scanner, you may mail the reports to the following address. The reports must be postmarked by the due date of the report(s) to be considered timely filed.

OFFICE OF ATTORNEY GENERAL DEREK SCHMIDT
VICTIM SERVICES DIVISION
ATTN: KATHY HOLM - CA Reports
120 SW 10TH AVENUE, 2ND FLOOR
TOPEKA, KANSAS 66612-1597

Please continue to send your questions about the grant program to Kathy.Holm@ag.ks.gov.

NOTE: All reports must be filed on forms created for the new grant period. Each grant program has its own unique reporting requirements and forms, so visit the Victim Services Division website for the electronic version of grant documents. These documents must be downloaded from the website and saved to your computer. Any updates to these forms during the grant year will be emailed to your agency's Executive Director. Reports cannot be submitted online.

All CA reports are due by midnight on the 20th of the month following the end of the required reporting period, if faxed. If mailed, the report must be post marked by the due date. When the due date falls on a weekend or holiday, the reports are due by midnight the next business day. If a grantee chooses to fax a report, do not follow it with a mailed copy. To ensure accuracy, make sure your fax is programmed to correctly display the date sent.

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The following reports are required if funding under the State Crime Victims' Assistance Fund for Child Abuse and Neglect grant is awarded:

	ABBREV	TYPE OF REPORT	PURPOSE	REPORTING PERIOD
(a)	FSR	Financial Status Report *	Provides fiscal information regarding expenditures during the reporting period.	Quarterly
(b)	PSR	Project Statistical Report	Provides a summary of services provided and data regarding numbers served. Includes statistics of Human Trafficking victims served.	Quarterly
(c)	PNR	Project Narrative Report	Provides an quarterly update on the status of the grant project goals, objectives and tasks.	Quarterly
(d)	YR END	Year End Report	Provides year end statistics and narrative to the Office of Attorney General at the end of the grant year.	Annual Report
(e)	PFER	Projection of Final Expenditures	Provides notification to the Office of Attorney General of anticipated expenditures through the end of the grant year. Use actual expenditures for July 1 st through March 31 st and estimated 4 th Qtr. expenditures.	Annual Report
(f)	PSV	Project Site Visits	Grant monitoring and on-site visits will be conducted by the Attorney General's staff.	Annual

* - Includes the Equipment Inventory Report, which provides a summary of grant-funded equipment purchased during the reporting period.

NOTE: A report is not considered to be timely filed if it is incomplete, lacking one or more signatures, or incorrect. It is essential that the grant reports be reviewed for accuracy before submission for accuracy. All financial reports must be signed by the Executive Director and Board Treasurer of the Agency. These two signatures are assurances to the Office of the Attorney General that the reports are accurate and complete and represent actual expenditures for the reporting period. Reports must be dated with the date of review for each reporting period. It is unacceptable for the forms to be signed in advance of completion.

A grantee may request an extension to submit a late report. This request must be **in writing**, signed by the Executive Director and Board President, and will be allowed only under extreme circumstances. We are required to withhold all grant payments until we receive the required documents and reports.

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Financial Status Report (FSR)

The Financial Status Report (FSR) must be filed on or before the due date. If no expenditures were made, the grantee must file a report reflecting zero expenditures. Round all expenditures to the nearest whole dollar. The FSR Excel spreadsheets are linked and many cells contain formulas that compute totals and percentages. Use the SFY 2016 FSR furnished to all awardees by the grant monitor.

If an adjustment is required to a prior period's FSR, make the adjustment on the next FSR. Explain the reason for the adjustment on agency letterhead and fax this with the FSR.

If the grantee incurs obligations during the final grant reporting period that will be paid in the first month following the end of the grant project period, the grantee may mark the Financial Status Report as "NOT THE FINAL" report, reflecting those obligations appropriately.

Upon payment of these obligations, the grantee will submit a "FINAL" Financial Status Report. Report these expenditures in the column marked "Period Expenditures." The "FINAL" Financial Status Report is due by 5 p.m. on July 31. When the 31st falls on a weekend or holiday, the report is due by 5 p.m. the next business day. If mailing the report, it must be postmarked by the due date.

If an obligation reported on the "NOT THE FINAL" report is not actually PAID by July 31st, it may not be reported on the "FINAL" Financial Status Report and is not eligible for reimbursement from the Office of the Attorney General.

NOTE: The Office of the Attorney General must be notified via an email to Kathy Holm within five (5)) days of the following changes:

- Change of personnel in position of Executive Director
- Change in personnel in grant-funded positions
- Change in address, phone, fax or email addresses of the agency contacts listed in the General Information page of the application
- In the event that this notification fails to occur timely, any grant-funded position will not be funded for the period until such notification has occurred.
- PFA, CVAF and HTVAF Grantees: The Office of the Attorney General must be notified via an email to dorothy.halley@ag.ks.gov and kathy.holm@ag.ks.gov prior to the closing of any shelter facility for any reason. The reason for closure must be clearly stated. The only exception is due to an unforeseen emergency (tornado, fire, etc.), in which case notification must be given as soon as possible.

Equipment Inventory Report (EIR)

Grantees are required to file an Equipment Inventory Report with the Office of the Attorney General regarding all equipment purchased with grant funds during the reporting period.

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Equipment is defined in this grant as assets with a useful life of one year or more and a cost of \$500 or more. The Equipment Inventory Report is due only if equipment is purchased using grant funds. This form is available on our website and must be submitted during the period that the equipment purchase is reported on the FSR. If no equipment is budgeted or purchased with grant funds, it is not necessary to file a report.

All equipment purchased with grant funds must be budgeted in the original application and approved by the Office of the Attorney General as part of the grant award. The applicant is responsible for providing justification as to the need and use of the equipment in the budget narrative.

NOTE: The percentage of time the equipment is used for the grant project must be greater than or equal to the percentage of the purchase cost covered by grant funds. The percentage of use must be documented in the grant files and the supporting documentation for this calculation must be available during a site visit. In some instances, this may lead to the usage of a tracking system; however, it is at the grantee's discretion as to how the agency will meet this requirement.

The grantee must follow its agency written policies and procedures when purchasing equipment with these funds concerning purchasing approval, needs assessment, bidding, etc.

It is the grantee's responsibility to maintain inventory records that can be reviewed at any time by the Attorney General's staff. As with all grant records, a copy of the report and the invoices should be retained in the grantee's grant file.

Project Statistical Report

All CA grantees must file the Human Trafficking Data Report each quarter. In addition, if the CA grant funds Child Advocacy Center activity, the Grant Project Statistical Report must be filed each quarter. If the CA grant funds CASA activity, please file a CASA Program Quarterly Statistical report.

The Project Statistical Report (PSR) is due quarterly for the grant project. If no activity took place or no services were provided, report zero statistics and state the reason no activity took place for the reporting period.

Project Narrative Reports

The Project Narrative Report (PNR) is due on a quarterly basis and provides information on the status of meeting the project goal(s) and objectives, etc.

Annual Project Report

The Annual Project Report requires agencies to report statistical information, accomplishments, issues and barriers, and the status of meeting the project goal(s) and objectives, etc.

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**SFY 2016 STATE CRIME VICTIMS' ASSISTANCE FUND FOR CHILD ABUSE AND NEGLECT
PAYMENTS**

The payment structure for this grant allows the Office of the Attorney General to advance an initial twenty (25) percent of awarded funds to the grantees, to allow them working capital in the initial phase of the grant. The initial payment will be made upon receipt of the properly signed original grant assurance, approval of the award budget, and receipt of all other items specified in the special conditions section of the grant assurance. All other payments will be based on the submission of the required reports and payments will be made according to the following table:

Documents Due to The OAG	Reporting Period	Due Date	Upon receipt of required reports, the following will occur:
Signed Assurance, Award Budget Narrative, revised Goals & Objectives, if applicable, and special conditions requirements	N/A	August 26, 2015	Payment 1
Financial Status Report * Project Statistical Report Human Trafficking Statistical Report Project Narrative Report	07/01/2015- 09/30/2015	October 20, 2015	Payment 2 Actual Expenditures per FSR
Financial Status Report * Project Statistical Report Project Narrative Report	10/01/2015 - 12/31/2015	January 20, 2016	Payment 3 Actual Expenditures per FSR
Financial Status Report * Project Statistical Report Projection of Final Expenditures Project Narrative Report	01/01/2016 - 03/31/2016	April 20, 2016	Payment 4 Actual Expenditures per FSR
Financial Status Report * Project Statistical Report Project Narrative Report Year End Report	04/01/2016 - 06/30/2016	July 20, 2016	FINAL Payment will be made if FSR reports expenditures in excess of payments; If FSR reports payments in excess of expenditures, grantee must refund unspent grant funds with final reports
* Financial Status Report, Project Narrative, and Project Statistical Report must show sufficient progress in Grant Activities. Any grantee not meeting guidelines specified in the application will be subject to review and possible termination of funding.			

* - Includes the Equipment Inventory Report, when appropriate.

All reports received by this office that are complete and correct on or before the due date will be issued payment, provided that funds are available from the appropriate state sources and that the grantee is in compliance with all grant awards received from this office.

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Any grantee submitting a late, incorrect, or incomplete report will not receive payment until the next payment date for the grant program.

- Each payment is based on period expenditures as reported on the FSR.
- We do not reduce the third quarter payment by the remaining amount in the projection of expenditures report.
- The final payment will be made after the final FSR is processed and approved.
- If an agency did not expend the entire award amount, the agency is required to refund the over payment amount to our office upon submission of the final FSR. Mail the refund with a copy of the Expenditures and Payment Summary.

ELECTRONIC DEPOSIT OF GRANT PAYMENTS

To improve internal control, increase efficiency, and expedite payments, the Office of the Attorney General requires that all payments be made to grantees via electronic deposit. If you are a new grantee, the State of Kansas Authorization for Electronic Deposit of Vendor Payment (DA130) must be completed and returned to our Office before the first payment can be made.

BUDGET REVISIONS

The Initial Revised Budget Narrative must be submitted to the Office of the Attorney General with the grant assurance and postmarked by August 26, 2015. When the due date falls on a weekend or holiday, these documents are due the next business day.

GRANT AWARD BUDGET – INITIAL REVISION

Awards will be rounded to even dollar amounts. If the amount of the award differs from the amount requested in the grant application, a budget revision is required to match the amount of the award. Follow the procedures described below when filing the initial budget revision request.

BUDGET REVISION PROCEDURES

- Submit a written explanation of the need for the budget revision and the amount of each line item revision. Be sure to explain fully the reason for the budget request. If the grantee requires the budget revision to be retroactive, the written revision request must clearly explain the reason for a retroactive effective date.
- Complete a Revised Budget Narrative, reflecting the reallocation of funds from one approved line item to another. This form must be filled out completely and signed by the Executive Director, President of the Board, and Treasurer of the Board for the request to be considered.
- **No budget revisions requiring prior approval will be granted during the final quarter of the grant project period, April 1 through June 30.**

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- Budget revisions may only be requested between previously approved line items.
- Funds cannot be moved into a new line item except under extreme circumstances and the grantee must have the written prior approval from the Office of the Attorney General.
- Any budget revision request for modification in the Equipment budget category requires prior approval from the Office of the Attorney General and must be submitted to the Office of the Attorney General ten (10) days prior to the proposed effective date of the change.
- Prior approval is required for a budget narrative revision request during the first three quarters of the grant period between approved line items in the grantee's project budget narrative for amounts greater than ten (10) percent of entire grant budget and must be submitted to the Office of the Attorney General 10 days prior to the proposed effective date of the change.
- Prior approval is not required for a budget narrative revision(s) during the first three quarters of the grant period between approved line items in the grantee's project budget narrative for amounts less than or equal to ten (10) percent of entire grant budget. Although prior approval is not required, the grantee must submit the written explanation and revised budget narrative at the same time the grantee is filing the FSR.
- There is no limit to the number of budget revisions a grantee can request. However, frequent or repeated requests may raise concerns in regard to the grantee's budgeting practices.

APPROVAL OF BUDGET REVISION REQUEST

The revised budget will be approved as requested, partially approved, or denied. The Office of the Attorney General will contact the grantee in writing within 30 business days of the request to ensure that an approved revision is achieved in a timely manner. Once approved by our Office, the budget revision is effective the first day of the month following the budget revision request letter, unless otherwise noted.

NOTE: Any budget revision request that affects the scope of the grant project will be denied.

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ADVANCE/ EMERGENCY FUNDING

If, in an extreme circumstance, a grantee requires an expedited payment, emergency funds may be requested. To make this request, a letter must be faxed to the Victim Services Division in the Office of the Attorney General at (785) 296-7796. This request must be signed and dated by the Executive Director, Board President, and Board Treasurer. Email the grant monitor that you have faxed the letter requesting emergency funding. The grantee will be notified via email of the decision to grant emergency funds.

It is the grantee's responsibility to address the following criteria in the request:

1. The circumstances that make this situation extreme.
2. The number of times in which a request for emergency funds has been made previously during the grant cycle. **Please note: Grantees are discouraged from requesting emergency grant funds more than once in a grant cycle.**
3. The timeliness and correctness of all grant reports (both Financial Status Reports and any Statistical or Grant Project Narrative Reports).
4. The amount of funds requested for the immediate advance.
5. The reason the grantee must receive funds immediately.
6. The grantee's reserve amount and why the reserve cannot be used temporarily.
7. The efforts the grantee is making to build sufficient cash reserve.